

Gilmer County Sheriff's Office
Adult Detention Center
Inmate Handbook



Sheriff Stacy Nicholson
106 Brett Dickey Memorial Drive
Ellijay, Georgia 30540
(706) 635-4625

BASIC RULES

Beds made by 7:30AM – Do not get back under any covers until 9PM – unless otherwise directed by an officer

Lock down at 6 PM – unless otherwise directed by an officer

When an officer comes to the door of your dorm, move to the walls immediately

Keep the cells and dorms clean - Keep yourself clean

Brown cups only at meal times

Wear uniforms properly in the day rooms

No contraband – Contraband will be seized and discarded!

Keep the noise level down

Comply with ALL lawful orders by officers

No harassment of officers

Disorderly conduct is not allowed

No fighting, sliding, gambling, abuse of the intercom (it is for emergencies only), indecent exposure, smoking, engaging in sexual acts, tattooing, lying to officers, graffiti, damage to property, extortion, blackmail, theft, bribery, arson, etc.

You may not have weapons, tools, alcohol, drugs, tobacco, flammable, toxic, or caustic materials, wigs, masks, or disguises, mannequin, unauthorized facility or departmental property, substances or materials which present a safety, security, or health hazard; monies, securities, jewelry, or any altered items. No items are to be pasted, drawn or attached to walls, windows, or beds.

Inmates are subject to a frisk or pat down search at any time during incarceration. If, at any time, a staff member has a reasonable cause to suspect that an inmate has contraband in his/her possession, a strip search may be conducted.

Inmates are allowed to have, in their housing area, the following:

1. 1 sheet (issued)
2. 1 blanket (issued)– 2 additional may be purchased through commissary
3. 1 towel (issued) – 2 additional may be purchased through commissary
4. 1 mattress (issued)
5. 1 wash cloth (issued) - 2 additional may be purchased through commissary
6. 1 net bag (issued)
7. 1 toothbrush (issued) – replacement to be purchased through commissary
8. 1 comb purchased through commissary
9. 1 tube of toothpaste (issued) – replacement to be purchased through commissary
10. 1 bottle of shampoo – purchased from commissary
11. 1 deodorant – purchased from commissary
12. Feminine hygiene products (can be purchased as needed)
13. Prescription glasses/contact lens (approved by medical). Contact solution will be accepted from your family but, must be approved by medical.
14. Dentures – Cleaning/adhesive items to be purchased from commissary.
15. Issued uniform – whites to be purchase through commissary
16. Legal papers
17. Received letters (20) – must have been sent through post master
18. 2 books – paper back, purchased and sent from publisher. This does include religious reading material as well.

COMMISSARY

Inmates will be allowed to purchase snacks and personal hygiene from the commissary. Only disposable containers and items contained in disposable wrapping will be permitted within the housing area. Waste and trash must be discarded in appropriate containers. Commissary orders

are not returnable. If it is commissary's mistake the items will be exchanged, or monies returned. If it is your mistake there will not be an exchange or refund of monies.

Commissary items must be picked up within seven (7) days of release and all funds in the inmate account will be released via debit card at the time of release. Other personal property must be retrieved within 7 days of release or items become the property of Gilmer County.

Commissary is ordered no later than Wednesday 11:59 pm and distributed on Friday/Saturday.

Opened commissary is not to be stored. All opened items will be disposed of and considered contraband.

ALL PROPERTY IN YOUR POSSESSION, ISSUED OR OTHERWISE, WILL BE PLACED INTO YOUR PROPERTY BAG, AND STORED UNDERNEATH YOUR BUNK. YOU WILL NOT BE ALLOWED TO KEEP MORE PROPERTY THAN WILL FIT INTO THIS BAG.

ANY EXCESSIVE ITEMS, ITEMS NOT IN THEIR PROPER PLACE, OR ITEMS CONSTITUTING A SAFETY, SECURITY, OR HEALTH HAZARD WILL BE CONSIDERED CONTRABAND, AND WILL BE CONFISCATED BY THE STAFF.

ANY MISUSE OR ABUSE OF AUTHORIZED ITEMS OR MATERIALS WILL PLACE THE INMATE SUBJECT TO DISCIPLINARY PROCEDURES. ANY ISSUED ITEMS THAT ARE ALTERED OR DESTROYED WILL BE PAID FOR BY THE INMATE WHO HAS THE ITEMS(S) IN HIS/HER POSSESSION.

*****NO COMMISSARY OR OTHER ITEMS FROM ANY OTHER FACILITY WILL BE ACCEPTED INTO THE HOUSING AREA OF THE GILMER COUNTY DETENTION CENTER FOR ANY REASON.*****

RELEASING PROPERTY AND CLOTHING

To prevent accumulation of excessive items, you may send property home on visitation days. You must fill out the "Release of Property" form. Anyone claiming your property will be required to show property identification and sign the property release form. No partial release of property will be authorized, i.e. **IT IS ALL OR NOTHING**. Additionally, clothing will not be released, unless there is another set of clothes brought as replacement, so that you will have something to wear upon your release or transfer.

VISITATION

Three (3) visitors at a time are allowed for each inmate during each visitation period. There will be only one visit per inmate per week allowed unless directed by the Detention Captain.

VISITATION SCHEDULE IS AS FOLLOWS:

DAY	DORMS	TIMES
FRIDAY	B DORM	9-11 AM AND 730-930 PM
SATURDAY	A & B DORM, ISOS AND MEDICAL	9-11 AM AND 1-3 PM
SUNDAY	C, E, AND F DORMS	9-11 AM AND 1-3 PM

LAUNDRY

Laundry will be done according to the following schedule:

Sunday	A dorm
Monday	B, E, and F dorms
Tuesday	Booking
Wednesday	C dorm
Thursday	A dorm
Friday	B, E, and F dorms
Saturday	C dorm

Work force inmates will be allowed to do their laundry/exchange uniforms everyday if needed.

GRIEVANCE

Grievances will be in writing and addressed to the Lieutenant or the Captain - no inmate shall be entitled to verbally communicate legitimate complaints. Grievances will be put in an envelope (which will be provided by a staff member) and sealed by the inmate – then given to a staff member for delivery. All grievances must fully describe the factual basis and circumstances of

the alleged incident of the situation and circumstances of the alleged incident or situation and include a specific complaint.

Any inmate who files a grievance which provides to be false or a lie shall be subject to disciplinary action.

The inmate must sign grievances or they will be considered invalid.

Decisions made by a watch commander may, if you feel it is necessary, be appealed to the detention captain.

Any grievance (or appeal of decision regarding such) which is directed to the sheriff, will be filed and forwarded to his office through the Detention Captain, and up through his/her chain of command. **Failure to follow this procedure may invalidate any grievance, appeal, or legal recourse you might otherwise feel you may be entitled.**

Guidelines

Any inmate in this facility may file a grievance except for those matters that involve the following:

1. Court decisions – federal, state, or local laws and/or ordinances
2. Parole board decisions
3. Disciplinary decisions
4. Routine inmate housing movement without any loss of privileges
5. Other matters beyond the control of the Gilmer County Detention Center.

Inmates may file a grievance only after an attempt is made to resolve the situation with an officer or sergeant familiar with the circumstances.

If a formal grievance is required, the inmate shall follow the following procedures:

Obtain a grievance form from the floor officer. When your grievance is complete have the floor officer will provide an envelope, seal it, and the floor officer will deliver it to the Lieutenant or Captain.

An inmate who files a large amount of groundless, frivolous, or previously addressed grievances may be classified as a “Grievance System Abuser” and may require special handling.

Grievances received from an “Abuser” will be reviewed and those having merit and will be handled through normal procedures. Those without merit will be retained and no response will be necessary.

INMATE WORKER/TRUSTEE

The Gilmer County Detention Center has an Inmate Work Force. Inmates who are selected for work details are chosen after a review of their file by the Watch Commander and cleared through medical.

An inmate may request to be placed on a work detail after being in the facility for ten (10) days by filling out a trustee application. There will be no need for a second request. Any inmate placed on the Inmate Work Force will be given a set of rules, and must abide by all rules and regulations of trustee status.

Trustee status can be terminated at any time, for any reason, by detention staff.

LEGAL RESOURCES

Inmates should direct inquiries and requests of a legal nature to their legal counsel (attorney). Where the inmate is indigent, without counsel, or intent upon representing himself, request for specific legal resources will be coordinated by facility staff. However, staff members are not obligated to conduct legal research.

You are permitted visits from your attorney(s) at any time, day or night. These visits will not be counted against your weekly visit by your family and friends.

Due to privacy restrictions regarding any outstanding charges against you, officers will not make copies of any legal documents.

No correspondence of any type (attorney/client or other) will be copied for any reason whatsoever.

COURT APPOINTED ATTORNEYS

Here are the two (2) ways to obtain a court appointed attorney. If you have not had a first appearance hearing, you may ask the magistrate judge to assist you in getting an appointed attorney at your first appearance hearing. If you have had your first appearance hearing, and you would like to have an appointed attorney, you must fill out a request to have an attorney appointed. The application must be signed, and this request will be forwarded to the Public Defender's Office.

BONDING PROCESS

Bond can be made at any time, day or night, to release you from the Gilmer County Detention Center. If you are charged with a bondable offense, you have the right to seek a bond for your release from this facility. Bonding requires that some type of surety be posted as a good faith promise that you will appear for your court date.

Note: If you are released on bond, and fail to appear for court, you will (normally) be re-arrested on a bench warrant, which has no bond. The bondsman or person posting the security is held accountable for the full amount of the bond. Posting a bond can be accomplished in several ways. The following paragraphs briefly explain how each type of bond is made. In some cases, bonding methods are restricted, and some types may not be allowed.

CASH BOND/CASH FINE

Cash bonds are generally made for traffic offenses of a minor nature, misdemeanor violations, and civil cases. In some cases the cash bond may be accepted as a fine and substituted for a court appearance. However, it is your responsibility to make arrangements with the court.

PROPERTY BONDS

Note: Ellijay and East Ellijay Police Departments do not accept property bonds for traffic citations. If either department issued a warrant, a property bond will be accepted.

Property bond can be posted by persons owning tangible real estate within Gilmer County. This does not apply to automobiles, travel trailers, industrial equipment, boats, or similar property. It must be deeded real property, usually with a residential home on it. Undeveloped property may be accepted, if the fair market value is sufficient to meet the bonding standards. A homeowner desiring to post his/her property for someone's bond must meet certain criteria:

1. Produce a current tax receipt, showing fair market value,
2. Show proof of identity of all persons named on property,
3. Lawfully swear or affirm to and sign a property bond stating that the property exists, is owned by them; and that fair market value is sufficient to meeting bonding standards,
4. Original deed.

PROFESSIONAL BONDING COMPANIES

Professional bonding companies, licensed as businesses in Gilmer County and registered with the Gilmer County Sheriff's Office, are available for hire. These companies provide bonding services in return for a paid fee. The fee for hiring their services is (normally) not refundable. All companies are available 24 hours a day. Lists of all approved bonding companies, and their telephone numbers, are located in the lobby and booking areas of the detention center. Employees of the Gilmer County Detention Center are restricted by law from recommending any bonding company.

Electronic Messaging System

Inmates may utilize vendor-provided hardware (kiosks and/or tablets) to access electronic messaging system (EMS). Use of EMS is subject to the same rules as other means of communication and inmates are prohibited from using EMS to include, but not limited to, the following:

- Using coercion, threats, or fraud to obtain money, favors, or anything of value
- Sending or receiving messages for another offender
- Sending or receiving messages with coded messages
- Directing or conducting any business operations
- Soliciting or receiving any information that describes the manufacture of weapons, bombs, explosives, alcohol and drugs, drug paraphernalia, or escape materials
- Information related to the crime or identity of another offender
- Information advocating that any ethnic, racial, or religious group is inferior or that make such groups an object of ridicule or scorn
- Information that encourages violence
- Written material of a sexual nature is prohibited

Access and Use of Electronic Messaging System (EMS)

- All content contained in EMS is not considered private and may be monitored and/or copied in an electronic or paper format to ensure it is not being abused in a manner that is a violation of law or detrimental to the security of the institution, employees, or other inmates. Any violations shall subject the inmate to disciplinary action.
- In as much as inmate use of the EMS is conditioned upon his or her consent to these messages being monitored and/or copied in an electronic or paper format, said messages are not appropriate for legally recognized privileged communication. If an inmate wishes to have a privileged communication, then this generally should occur in person or through the regular U.S. mail subject to the provisions made in regulations governing legal services, mail, printed materials, and visitation.
- Use of the EMS shall be permitted for all general population and protective control inmates subject to local policies developed by the Gilmer County Sheriff's Office.
- Inmate EMS privileges may be summarily removed for cause if a rule violation or a security threat is noted during use of the messaging system. Violations, such as threatening language and physical abuse of the kiosk or mobile device (tablet) shall be considered cause for summary removal of privileges.

Where a documented and imminent security threat exists, the Gilmer County Sheriff's Office may suspend EMS privileges for an inmate for an indefinite period of time.